



HOW TO REQUEST A GROUP APPOINTMENT

If you are applying for a U.S. Nonimmigrant Visa as a group, you may request interview appointments on the same date and time if your group has more than 10 applicants. Examples of groups include, but are not limited to, professional trainees, performance troops, and tour groups. The maximum number of appointments for a group on any given day is fifty. Groups larger than that will be allocated appointment times over multiple days.

NOTE: Family members who would like to schedule an interview appointment together DO NOT need to request the group appointment unless there are more than 10 family members applying together.

STEP 1: COMPLETE AND SUBMIT YOUR VISA APPLICATION (DS-160 FORM) ONLINE

It is recommended that each member of the group (including the main contact person) first create a personal profile on www.ustraveldocs.com/th and complete the DS-160 online application.

STEP 2: SUBMIT THE GROUP APPOINTMENT REQUEST FORM

A designated group coordinator needs to log in to his/her profile on www.ustraveldocs.com/th and request group appointment by selecting – “Group Scheduling request” from the left menu.

Continue
New Application / Schedule Appointment
IV Address Registration
Group Scheduling Request
Appointment History
Provide Feedback
Update Profile
Logout

First Available Appointment is Monday March 3, 2014.

Visa Type: Nonimmigrant Visa | Post: BANGKOK | Visa Category: All Others | Visa Class: C1/D

My Dashboard
My Dashboard lets you track the progress of your visa application from start to finish.
Please select an option.

Visa Information
BANGKOK
All Others
C1/D

Fee Payment
\$160

Family Details
Members: 0

No appointment is currently scheduled. Your passport is still with post

On the request form, you will be asked to provide general information regarding your group appointment request (group name, date of travel, reason for travel, local/US contact details, attachment, etc.). **Please also propose the date that all of the group members will be able to show up for an interview.**

Submit the request and wait for the approval email.



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STEP 3: LOG IN TO YOUR PROFILE TO SCHEDULE APPOINTMENT

If the U.S. Embassy or Consulate approves the request, the group coordinator will receive an e-mail inviting him or her to return to his or her profile to schedule appointments for each member of the group. The approval of the request is valid for 2 weeks. You are encouraged to schedule the group appointment as soon as the request is approved. A call center agent cannot schedule group appointments, but they are able to assist with questions. Should the U.S. Embassy or Consulate deny the request for a group appointment, a notification will also be sent by e-mail. In this case, each group member must schedule an individual appointment.

Log back into your profile- select “Schedule Group Appointment” from the left menu

Select the approved group name (there could be more than one option if you have submitted many group appointment requests).



HOW TO REQUEST A GROUP APPOINTMENT

Click “Add by name” or “Add by UID” (if a profile has already been created for an individual applicant) and add the applicants one by one, then click “Save”.

New Application / Schedule Appointment

Schedule Group Appointment

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Step 6: Please click "Add by Name" or "Add Existing Applicant" if you have a group/family member (including a child) who needs to apply for a visa with you.

☐ Include yourself in the group appointment

Add By Name

Add Applicant By UID

Back

Continue

If you select to ADD BY NAME – See below

Add/Edit Applicant

All form fields are required.

DS 160 Confirmation # *

First Name *

Last Name *

Gender *

Date of Birth *

--None--

Country of Birth *

Nationality *

Thailand

Thailand

Passport Number *

Passport Issuance Date *

Passport Issuance Place *

Passport Expiration Date *

Afghanistan

Primary Phone # *

Alternate Phone # *

Email *

+

+

Save

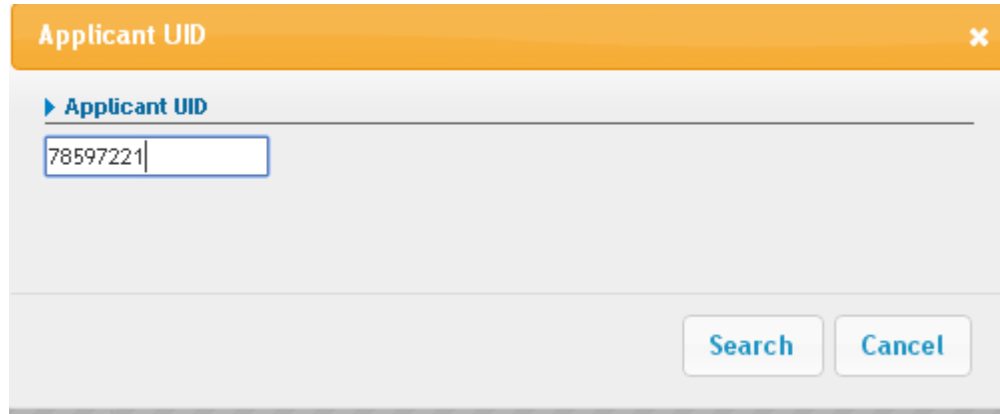
Cancel



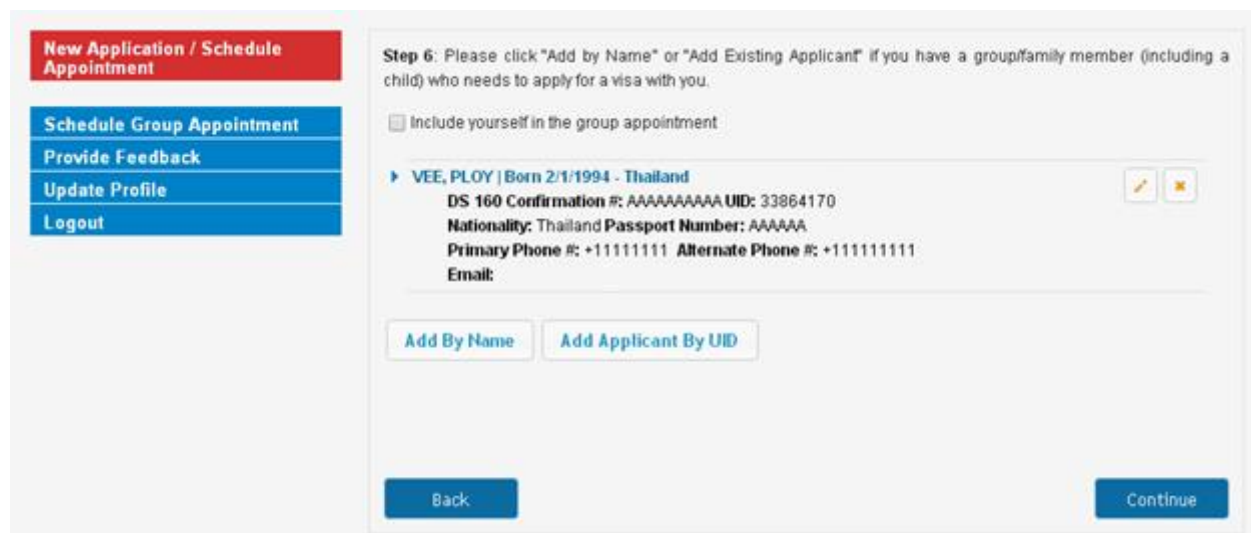
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If you select to ADD BY UID – See below

Once you enter the UID, the applicant's personal information will be automatically populated. If you need assistance checking your UID number, please contact the U.S. Visa Service Desk at 02 105 4110.



Once you hit “Save”, that individual applicant will be added to the group appointment.



- After you have added all the applicants to the group: click “Continue”;
- Identify your mailing address;
- Print the CGI Pay slip (Fee will be calculated accordingly to the numbers of applicants and the visa type) and pay fees at the bank; and
- Log back in after midday of the following business day to schedule your interview appointment (The appointment calendar should all be greyed out and you should only see the available appointment on the date the Embassy or Consulate has approved for your group)